

**Maple Grove City Council**

**DRAFT Meeting minutes**

**May 15, 2023**

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*(Delete this when final edits are complete)*

**Call to order**

Pursuant to call and notice thereof, a regular meeting of the Maple Grove City Council was held at 7:30 p.m. on May 15, 2023 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Members present were Mayor Mark Steffenson and Councilmembers Kristy Barnett, Kristy Janigo and Rachelle Johnson. Absent was Councilmember Judy Hanson. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; Ken Ashfeld, Public Works Director/City Engineer; Jupe Hale, Assistant City Engineer; and Justin Templin, City Attorney.

Mayor Steffenson called the meeting to order at 7:30 p.m. and led the city in the Pledge of Allegiance.

**Additions or deletions to the agenda**

Mayor Steffenson asked if there were any additions and/or deletions to the consent agenda to which Heidi Nelson stated the following:

**Item amended to the agenda**

None

**Item amended to the consent agenda**

None

**Item added to the agenda**

None

**Item removed from the consent agenda for discussion**

3N. Updating the purpose and goals of the Lake Quality Commission for lake and stream management issues -

Resolution No. 23-078

**Consent items**

The following consent items were presented for council's approval:

**MINUTES**

- A. Regular meeting – May 1, 2023
- B. Board of Appeal and Equalization meeting – April 18, 2023

**HUMAN RESOURCES ITEMS**

- C. Appointment of assistant fire chief of professional standards and training

Motion to approve the appointment of Brandon Scheunemann to the position of assistant fire chief of professional standards and training in the Fire Department at an annual salary of \$108,453.28, subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

- D. Appointment of combination plans examiner building inspector

Motion to approve the appointment of Robert Griffin to the position of combination plans examiner/building inspector in the Community and Economic Development Department at an annual salary of \$90,288.64, subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

- E. Recruitment approval for police officer

Motion to authorize staff to begin the recruitment process for the vacant police officer position in the Police Department due to the resignation of Officer Bobby Johnson with an effective date of May 22, 2023.

**COMMUNITY & ECONOMIC DEVELOPMENT ITEMS**

- F. Evanswood of Maple Grove 2nd Addition final plat

Motion to adopt Resolution No. 23-075 approving the final plat for Evanswood of Maple Grove 2nd Addition.

G. Rush Hollow Second Addition final plat

Motion to adopt Resolution No. 23-076 approving the final plat for Rush Hollow Second Addition.

**ENGINEERING ITEMS**

H. 2023 Sanitary Sewer Manhole Rehab. Project No. 23-13 - approve plans and authorize advertisement for bids - Resolution No. 23-079

Motion to adopt Resolution No. 23-079 approving plans and specifications for 2023 Sanitary Sewer Manhole Rehabilitation Project No. 23-13 and authorizing advertisement for bids.

I. Deferred special assessment cancellation - Resolution No. 23-077

Motion to adopt Resolution No. 23-077 cancelling special assessments as a result of the development of Fernbrook Fields.

J. Elm Creek Crossing Flood Protection and Drainage Improvement Project No. 23-15 - Resolution No. 23-081

Motion to adopt Resolution No. 23-081 establishing Elm Creek Crossing Flood Protection and Drainage Improvement Project No. 23-15, receiving feasibility, and ordering plans.

K. Main Street Rehab. Project No. 19-10 - sale of outdoor furniture - Resolution No. 23-082

Motion to adopt Resolution No. 23-082 approving the transfer of funds from 2298.6505 to 4828.6505.C in the amount of \$13,200.00 for sale of selected materials.

L. Rush Hollow Project No. 23-06, Phase 1 Approve plans and specs and authorize ad for bids - Resolution No. 23-084

Motion to adopt Resolution No. 23-084 approving plans and specifications for Phase 1 of the Rush Hollow Project No. 23-06 and authorizing advertisement for bids.

M. South Fork Rush Creek Stream Restoration, City Project No. 21-10 - Resolution No. 23-080

Motion to adopt Resolution No. 23-080 approving plans and specifications for the South Fork Rush Creek Stream Restoration, Project No. 21-10 and authorizing advertisement for bids.

N. Updating the purpose and goals of the Lake Quality Commission for lake and stream management issues - Resolution No. 23-078

This item was removed by Councilmember Janigo for discussion.

O. Sureties - 05-15-23

Motion to approve the surety actions.

#### **ADMINISTRATIVE ITEMS**

P. Approve transfer of funds

Approve transfer from the community resource fund to the new passports enterprise fund of \$484,010.40, establishing the proprietary fund.

Q. Award 2023-2024 insurance coverage

Motion to place the city's property, marine, crime, automobile, municipal liability, boiler/machinery, excess liability and workers compensation coverage with the League of Minnesota Cities Insurance Trust.

Motion to place the city's computer coverage with Travelers Property Casualty Company.

R. Approve claims

Motion to approve claims totaling \$ 1,676,987.31.

**Motion by Councilmember Janigo, seconded by Councilmember Johnson, to approve the consent items as amended, removing item 3N (Updating the purpose and goals of the Lake Quality Commission for lake and stream management issues - Resolution No. 23-078). Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

**Consideration of  
items pulled from  
the agenda**

The following items were pulled from the consent agenda.

Regarding Item 3N (Updating the purpose and goals of the Lake Quality Commission for lake and stream management issues - Resolution No. 23-078), Councilmember Janigo discussed the revised purpose and goals for the Lake Quality Commission. She thanked the homeowners that lived on Weaver, Fish, Rice, Cedar Island, Eagle, Pike and Edward Lakes for their assistance with this project. She appreciated how the lake associations on these lakes addressed water aquatic invasive species, managed fish populations, prevented pollution and monitored water quality.

**Motion by Councilmember Janigo, seconded by Mayor Steffenson, to approve Resolution No. 23-078, updating the purpose and goals of the Lake Quality Commission for lake management issues. Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

**Special business**

**Open forum**

There were no open forum issues brought before the council at this meeting.

**Public hearings**

**Elm Creek  
Boulevard Right  
Turn Lane**

Assistant City Engineer Hale explained Project 23-12 will consist of a twelve-foot right turn lane along Elm Creek Boulevard, between Vinewood Lane N and Main street. In addition to the turn lane, a six-foot boulevard will be

**Project No. 23-12**

**Public Hearing**

**Resolution No.  
23-083**

maintained between the turn lane and the ten-foot bituminous trail. Curb and gutter will be placed along the project with a transition to the existing curb and gutter. The addition to the turn lane will also require relocation of two light poles, lighting conduit, signal interconnect wiring and conduit, private utilities, and one catch basin. Staff reviewed a map with the location of the project and where the affected properties are located. There are two properties proposed to be assessed, and the total proposed assessment amount is \$67,297.54. The property identification number, as well as the amount proposed to be assessed, is presented in the special assessment roll. It is recommended the City Council adopt Resolution No. 23-083 adopting special assessments, ordering Elm Creek Boulevard Right Turn Lane Project No. 23-12 and ordering plans and specifications.

Councilmember Janigo questioned what tree species were being removed for this project and asked what types of trees would be replanted. Assistant City Engineer Hale reported this work would be completed as part of the final project design.

**Motion by Councilmember Johnson, seconded by Councilmember Janigo, to open the public hearing. Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

Mayor Steffenson opened the public hearing at 7:36 p.m. and asked if anyone would like to address this issue.

Mayor Steffenson asked for a motion to receive the objection from KIMCO.

**Motion by Councilmember Johnson, seconded by Councilmember Janigo, to receive the objection email from KIMCO Realty at 12905 Elm Creek Boulevard North which is in the proposed Elm Creek Boulevard Right Turn Lane Project area (objection email is on file with the Engineering Department). Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

**Motion by Councilmember Johnson, seconded by Councilmember Janigo, to close the public hearing at 7:37 p.m. Upon call of the motion by Mayor Steffenson, there**

**were four ayes and no nays. Motion carried.**

**Motion by Mayor Steffenson, seconded by Councilmember Barnett, to adopt Resolution No. 23-083 adopting the special assessments against benefitted properties, ordering Elm Creek Boulevard Right Turn Lane Project No. 23-12 and ordering plans and specifications. Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

**Community and  
economic  
development  
items**

**Report on  
upcoming  
community and  
economic  
development  
items**

Community and Economic Development Director Hogeboom updated the council regarding the following:

- Planning Commission would be meeting next on Tuesday, May 30 and will discuss the Cottages at Silver Creek, Arbor Lakes Business Park Phase 4 – Building 8 and the Minnesota Science and Technology Center concept plan.
- The Eviction Prevention and Renters Resource Fair would be held at the Community Center on Saturday, May 20 from 10 a.m. to 2 p.m.
- The Maple Grove Manufacturers' Consortium would be held on Wednesday, May 24 at 8:30 a.m. at the Maple Grove Government Center.
- Nexturn would be holding a groundbreaking ceremony on Thursday, May 25 at 11:30 a.m.
- A groundbreaking ceremony for Magnifi Credit Union would be held on Thursday, May 25 at 2 p.m.

**Engineering-  
public works  
items**

**Report on  
upcoming  
engineering**

Director of Public Works/City Engineer Ashfeld updated the council regarding the following:

**items**

- The city-wide Cleanup Day drop off would be held on Saturday, May 20 at the Public Works Facility from 8 a.m. to 12.p.m.
- The TH610/Maple Grove Parkway project recently had a court hearing to determine the appraised value for the right-of-way.

**Administration  
items**

**Report on  
upcoming  
administration  
items**

City Administrator Nelson explained that the council has her Monday report if there are any questions. She reported the legislative session ends on Monday, May 22. She stated staff would continue to track the proposed bonding for the Community Center. It was noted the Government Center would be closed on Monday, May 29 for Memorial Day. She encouraged residents to participate in the Memorial Day events being planned at Central Park.

**Items added to  
the agenda**

Councilmember Janigo reported May was National Mental Health Awareness Month. She discussed the numerous ways the city promotes wellness and encouraged residents to participate in local parks and recreation programs.

**Adjournment**

**Motion by Councilmember Johnson, seconded by Mayor Steffenson, to adjourn to the regular City Council meeting on June 5, 2023 at 7:30 p.m. Upon call of the motion by Mayor Steffenson, there were four ayes and no nays. Motion carried.**

The meeting was adjourned at 7:46 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson  
City Administrator